

Marine Corps University Policies

Academic Freedom

The following policies regarding academic freedom are described in more detail per MCU Policy Letter 8-03:

Academic freedom is essential to successful top-level education and is an institutional precept at the Marine Corps University. The University believes academic freedom for faculty and students is fundamental and essential. Without academic freedom, the uninhibited search for insight and knowledge is not possible. The effective amalgam of academic freedom and individual responsibility that flows from that freedom is embodied in the following principal elements:

- Freedom to teach, conduct research, and publish research findings.
- Freedom to discuss in a classroom any material relevant to the subject matter as provided in the course objectives.
- Freedom to seek changes in academic and institutional policies.
- Responsibility to pursue excellence, intellectual honesty, and objectivity in teaching.
- Responsibility to encourage faculty, students, and colleagues to engage in free discussion and inquiry.
- Responsibility to encourage and nurture innovative critical thinking, discussion, and writing concerning national security issues and the enhancement of the standing and credibility of professional military education.

Faculty Participation in Academic Affairs

Marine Corps University offers a unique blend of training and educational experiences for those who attend its schools and colleges. Central to the development, conduct, assessment, revision, and adaptation of the curricula of these schools and colleges within the University are its faculty. Carefully selected because of their operational expertise or academic excellence, these military and civilian professionals are the collective “center of gravity” of the University. Within each of the University’s schools and colleges, they are the hub of all power and movement, on which everything depends. The faculty “owns” the curricula, and through a variety of processes within each school or college, the faculty are the primary engine through which MCU retains its curriculum standards, quality, and relevance.

Entrance Requirements and Procedures

Individual college, school, and program admissions requirements can be found under their respective sections in this catalog. MCU upholds the highest standards in education with regards to its admissions policies for its three master’s degree programs. To be admitted to a MCU master’s degree program, a student must meet individual college and school admissions requirements, hold a regionally accredited undergraduate degree, and meet English proficiency requirements.

Student Rights and Responsibilities

The following policies regarding academic freedom are described in more detail in per MCU Policy Letter 7-03:

Student Rights:

- Right to be free from discrimination on the basis of race, gender, color, religion, and national origin.
- Right to open and free expression of thoughts and concepts in an environment of academic freedom.
- Right to ownership of appropriate intellectual property.
- Right to due process and/or request mast.
- Right to be free from sexual harassment.
- Right to submit a written complaint on University policies, procedures, or actions through the MCU Chain of Command.

Student Responsibilities:

- Responsibility to abide by the academic policies and procedures of the University.
- Responsibility to respect the opinions of other students.
- Responsibility to prepare adequately for each class.
- Responsibility to perform student leadership duties as assigned by faculty and administrators.
- Responsibility to uphold academic integrity.
- Responsibility for U.S. military members to abide by the standards of the *Uniform Code of Military Justice*, and for non-U.S. military students to abide by appropriate department or agency rules, regulations, and standards of conduct.

Plagiarism

The following policies regarding plagiarism will be followed at MCU per MCU Policy Letter 3-03:

All University faculty, staff, and students must be vigilant against plagiarism violations and immediately report instances to their respective school or college leadership.

Student works will consist primarily of the students' own thoughts and words, expressed in his/her phrasing.

When a writer uses ideas or wording that are not his or her own but presents them as if they were, he or she has committed plagiarism.

Instructors or faculty who believe they have detected plagiarism will request the convening of a Student Performance Evaluation Board (SPEB). If the Board determines that a student has committed plagiarism, that military member or government employee is liable to punitive action pursuant to the SPEB policy.

Equal Opportunity

The following policies regarding equal opportunity will be followed at MCU per MCU Policy letter 4-99:

Equal Opportunity and fair treatment are readiness and leadership issues for all personnel of the Marine Corps University. Consistent with the concepts, principles, and objectives of the Marine Corps Equal Opportunity Program provided by the references, the following tenets shall be adhered to by all MCU personnel:

All military and civilian personnel shall be afforded an equal opportunity to succeed regardless of race, color, religion, sex or national origin, consistent with the law and regulations and requirements for physical and mental abilities.

Diversities in culture are characteristics that exist within the American society and at the Marine Corps. This diversity shall be recognized in ensuring that all personnel are assisted in attaining both their personal and professional goals.

Discriminatory practices against military or civilian personnel are not in keeping with equal opportunity policies set forth in the references. Such discriminatory practices negatively affect mission accomplishment and are not tolerated at this University.

Student Complaint Procedures

The following policies regarding student evaluations and complaint procedures will be followed at MCU per MCU Policy Letter 5-03:

It is University policy to provide students with a procedure for questioning the application of any regulation, rule, requirement, or procedure as it applies to the individual student in his/her capacity as a student. It is the University's basic philosophy that student complaints should be settled as quickly as possible and at the lowest possible level.

- All students have the right to make a written or oral complaint without fear of coercion, harassment, intimidation, or reprisal from the University or its personnel; however, it should be understood that capricious charges made by a student against University personnel may make the student liable to charges under the Uniform Code of Military Justice or other action through appropriate federal statutes.
- Confidentiality shall be maintained in all proceedings in accordance with the provisions of the Privacy Act of 1974.

Complaint procedures (continued)

The following steps shall be used in resolving complaints (detailed information on the policy and procedures is provided in Policy Memo 1-05 on the MCU Intranet):

Step One. The student shall first attempt to resolve a problem by speaking directly to their faculty advisor or instructor. This meeting should occur as soon as possible after the event occurs or issue arises but no later than 10 working days. Faculty advisors and instructors shall make every attempt to resolve the issue in question.

Step Two. If the student is not satisfied with the resolution of Step One, he or she may submit a written complaint to the deputy director of the school or college. The student should use the Student Complaint Form to identify the issue and desired outcome. This form must be submitted within five working days of the conclusion of Step One. The Student Complaint Form and any addendum must be signed and dated by the student.

Step Three. If the student is dissatisfied with the resolution of the issue after Step Two, he or she may appeal the decision to the school or college director. The student shall use the Student Complaint Form completed in Step 2 and submit it to the school director no later than five working days of the conclusion of Step Two. The director must meet with the student within three working days of receipt of the written complaint. If the appeal involves the awarding of a grade, the decision by the director is final.

Step Four. As a final recourse, the student may file a petition for review to the President, MCU. This action may be taken if the student disagrees with the decision of the school director or alleges serious abuse of discretionary authority. The President will not accept petitions pertaining to grade disputes. The Student Complaint Form, and any accompanying documents, will be used to submit the petition. The President will make every reasonable effort to decide on the petition within ten working days. In reaching a decision he may ask the other parties to make written replies to the petition. All parties will be notified of the final decision and the decision by the President will conclude the matter.